

How to Create a Payment Method (Token) for an Individual/Unaffiliated Attorney

1. Log in to [TurboCourt](#) > **Select Payment Methods** from the User Menu

TURBOCOURT
Relax. We're in Your Court.

User Menu

- [Start new filing](#)
- [Select jurisdiction](#)
- [Messages \(12\)](#)
- [Recent eFilings](#)
- [My forms](#)
- [My profile](#)
- [My organization](#)
- [Financial](#)
- [Payment methods](#) (highlighted with a red box and a hand cursor)
- [Check service status](#)
- [Address book](#)
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Your Last 5 Filings

Form Set #	Case #	Submission Name
87406	S8015CV202100553	ELISABETH PLAINTIFF PLA
87405	S8015CV202100553	ELISABETH PLAINTIFF PLA
87403	S8015CV202100553	ELISABETH PLAINTIFF PLA
87401	S8015CV202100553	ELISABETH PLAINTIFF PLA
87397		Elisabeth Plaintiff vs. Elisabeth

* Click on a Form Set # to view your paperwork

Superior Court
General Civil
Initiate a case or file into an existing case in the Superior Court.

Available in

2. **Select Click here** to register a new credit card or bank account > *Page redirects to nCourt*

Saved Payment Methods

User Menu

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Nickname

Status

[Click here](#) to register a new credit card or bank account for Arizona court filings. (highlighted with a red box and a hand cursor)

NOTE: In some counties, the organization's administrator cannot assign multiple automatic payment accounts. In these counties, each TurboCourt user within an organization must have a separate payment account (same credit card or bank account is acceptable) in order to e-File.

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By
Visa Expires 12/2030	Active	1111	12/2030	Elisabeth Attorney

3. Enter Payment Information and Billing Information > Select Submit Information

Note: Card/Account Description is the Payment Account Nickname for the payment method



The image shows the 'Register Card' form on the AZTurboCourt website. The form is divided into two main sections: 'Payment Information' and 'Billing Information'. The 'Payment Information' section includes fields for Card Type (MasterCard), Card Number, CVV Code, Expiration (11/2025), and Card Description. The 'Billing Information' section includes a checkbox for international address, Organization Name, First Name, Last Name, Street, City, State (dropdown), and Zip / Postal Code. At the bottom, there are 'Back' and 'Submit Information' buttons. A red box highlights the 'Submit Information' button, and a hand cursor is shown clicking it.

4. The newly created token displays within the list of Saved Payment Methods

Saved Payment Methods

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Select jurisdiction

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Click here

 to register a new credit card or bank account for Arizona court filings.

NOTE:

 In some counties, the organization's administrator cannot assign multiple auto payment accounts. In these counties, each TurboCourt user within an organization must separately (same credit card or bank account is acceptable) in order to e-File.

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By
<div><div>Business Visa</div><div>Visa Expires 12/2030</div></div>	Active	0247	12/2036	Elisabeth Attorney
	Active	1111	12/2030	Elisabeth Attorney